

<b>NATIONAL AERONAUTICS AND SPACE ADMINISTRATION</b> <b>Kennedy Space Center</b> <b>Kennedy Space Center, FL 32899</b>	<u><b>DATA REQUIREMENT DESCRIPTION</b></u>	<b>1. RFP #:</b> ODIN <b>2. DRD #:</b> ODIN-OSF-2 Page 1 of 2 Date: 12/1/2004
<b>3. TITLE:</b> REPORTS, TELEPHONE CALL DETAIL		
<b>SUBMITTAL REQUIREMENTS</b>		
<b>4. TYPE:</b> 3	<b>5. FREQUENCY OF SUBMISSION:</b> Weekly	
<b>6. DISTRIBUTION:</b> Complete sets to <b>Center</b> DOCOTR with copy of transmittal letter to Center DOCO	<b>7. INITIAL SUBMISSION:</b> One week after effective date of the delivery order	
<b>8. REMARKS:</b> The Contractor shall provide all call detail records via CDROM, of all outbound calls, in support of security issues and tolls separation, verification and billing.		
<b>DATA REQUIREMENT DESCRIPTION</b>		
<b>9. USE:</b> The ODIN contractor shall maintain a record of the beginning and ending date and time of all telephone calls in electronic format on CDROM.  This information shall be maintained by the ODIN contractor and made available to authorized personnel, in accordance with NASA and Center policy for release of such information, when requested.	<b>10. REFERENCE:</b>	
	<b>11. INTERRELATIONSHIP:</b>	
<b>12. PREPARATION INFORMATION:</b>  <b>a. SCOPE:</b> Call detail records associated with a particular call shall be maintained on-line and, depending on traffic load and capabilities of the switch, downloaded on a regular schedule to CDROM for further separation and processing.  This information shall be maintained in such a way as to provide all outbound (on-site to off-site, including Local Exchange Carrier (LEC)) call details. Data file format shall be provided to authorized personnel to ensure interface compatibility with the NASA Management Information System.  Call detail records shall be handled in accordance with established Privacy Act regulations. Records shall be retained in accordance with NARA General Records Schedule and NASA NPR 1441.1C and any Center-specific guidelines pertaining to release of such information  <b>b. CONTENTS:</b> The following fields of the Call Detail Records shall be required for all outbound calls: <ul style="list-style-type: none"> <li>(1) Originating phone number</li> <li>(2) Terminating (Destination) phone number (up to 15 digits)</li> <li>(3) Destination number type (domestic, international, or unknown)</li> <li>(4) Call type – FTS/ Toll Free/Local/International/zero-plus (third party bill, credit card or collect)</li> </ul>		

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<p><b>12. PREPARATION INFORMATION:</b></p> <p><b><u>CONTENTS (continued)</u></b></p> <ul style="list-style-type: none"> <li>(5)    Length of Call (minutes: seconds)</li> <li>(6)    Time of call origination (hour:minutes)</li> <li>(7)    Month/day/year of call</li> <li>(8)    City, State, Country Called</li> <li>(9)    Agency/Company Name of Calling Number</li> <li>(10)   Department/Mail Code assigned to the Calling Number</li> <li>(11)   Building Number of Calling Number</li> <li>(12)   Name assigned to the Calling Number (SSC only)</li> <li>(13)   Room Number of Calling Number (SSC only)</li> <li>(14)   Benefitor Code assigned to the Calling Number (SSC only)</li> <li>(15)   Division Code assigned to the Calling Number (SSC only)</li> <li>(16)   Date/Time Period covered by Report</li> <li>(17)   Billable directory number</li> <li>(18)   Appropriate remarks relative to calls being placed for Official business/repayment instructions for personal calls (SSC only)</li> </ul>		